

Policies and Procedures Guide

Supplement A to *Agritourism Health and Safety Guidelines for Children*



National Children's Center
for Rural and Agricultural Health and Safety

This guide serves as a supplement to "Agritourism Health and Safety Guidelines for Children" (2007). Supplement A is printed and published by Marshfield Clinic, 2008.

Intended Audience

Agritourism operators are responsible for the health and safety of guests and any person assisting guests on the operation, which could include the owner, family members, volunteers or employees. This supplemental guide was developed to review the health and safety considerations that have already been incorporated on the farm, and allow operators to identify any deficiencies, so actions can be taken to prevent or control hazardous exposures. This, in turn, will ensure the health and safety of guests while increasing the operation's efficiency and profitability.

Supplement A: Policies and Procedures Guide

This guide will help agritourism operators and workers prepare and plan for emergencies, pre-arranged visits by groups, documentation, supervision of children, proper hand-washing, traffic and parking, fires, tractors and display equipment, locations for barriers and fencing, pest control, and hayride operations. It contains checklists to help create, revise, or add to the farm's own policies and procedures.

How to use Supplement A: Policies and Procedures Guide

- Open **Supplement A**, add the review date, name of the reviewer and compare it with the farm's current policies and procedures.
- Mark **YES** or **NEEDS CORRECTION** for each item. If **NEEDS CORRECTION** is marked, correct the hazard immediately or set a date for completion.
- Note any health and safety considerations that have already been put into place, and add any emergency plans that are needed (i.e., Emergency Response Plan, Fire Safety Plan, Incident/Emergency Logbook, etc.).
- Retain **Supplement A** in your policies and procedures binder.
- Determine how often to review this and mark your calendar as a reminder.
- Consider offering incentives to workers who make any health and safety suggestions to improve the operation.

Review Date: / /

Reviewed By: _____

Emergency Preparation, Planning, and Documentation	Yes	Needs Correction	Date Corrected
Insurance agent and/or an attorney have been consulted, regarding liability insurance for the agritourism operation.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
A designated person is in charge of managing emergencies on the farm.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
<p>A written Emergency Response Plan has been created, read, and understood by all workers, and is available for review at any time. The plan includes:</p> <ul style="list-style-type: none"> ○ safety goals for the farm ○ important emergency contact numbers ○ fire and inclement weather safety plans ○ first aid, fire extinguisher and other equipment training records ○ locations of first aid kits, fire extinguishers and other equipment ○ assigned roles and responsibilities of the owner, family members, employees, and volunteers 	<input type="checkbox"/>	<input type="checkbox"/>	/ /
The Emergency Response Plan is reviewed by workers regularly.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Workers are trained in first-aid, CPR, water safety and basic water rescue techniques.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Workers know to take a few minutes when guests arrive to explain the hazards that can be found around the farm.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Workers encourage guests to immediately report any illness or injury. First-aid is administered as soon as possible.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
There are methods to contact emergency personnel and other workers from any location on the farm, including distant sites.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
An emergency vehicle has been designated and someone has been authorized to drive that vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	/ /

Emergency Preparation, Planning, and Documentation	Yes	Needs Correction	Date Corrected
A written report of all incidents will be placed in an Incident/Emergency Logbook and the Operations Report .	<input type="checkbox"/>	<input type="checkbox"/>	/ /
For prearranged groups, detailed information on group size and event type is documented in the Operations Report .	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Special considerations are made for visitors with disabilities, including signage, parking stalls, seating, and smooth and wide walkways to accommodate wheelchairs and scooters. Use of steps and stairs are minimized. Farm complies with the Americans with Disabilities Act (ADA).	<input type="checkbox"/>	<input type="checkbox"/>	/ /
All inspections and repairs are documented, dated and filed in the Operations Report .	<input type="checkbox"/>	<input type="checkbox"/>	/ /
A Fire Safety Plan has been shared with the local fire department. They are aware of the operation's hours, the exact location, the site of each attraction (a detailed map is best), and the average number of guests per day.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
The fire department can access all areas of the farm with their equipment.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Veterinary and vaccination records of all animals on the farm are maintained. Copies are available to guests in the event that a child has been bitten.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Food safety standards are followed and documented according to required safety regulations. Regulations will vary by region; check local resources to make sure operation is in compliance.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Workers preparing and serving food have reviewed <i>Cooking for Groups: A Volunteer's Guide to Food Safety</i> found here: http://www.fsis.usda.gov/Fact_Sheets/Cooking_For_Groups_Index/index.asp	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Guests will be asked as they leave about any safety concerns they may have.	<input type="checkbox"/>	<input type="checkbox"/>	/ /

Prearranged Groups	Yes	Needs Correction	Date Corrected
<p>Contact has been made with the group organizer in advance, the organizer has been provided with information about what to expect from the visit along with potential health and safety hazards that can be found on the farm in general and for any specific attractions, such as the petting zoo.</p>	<input type="checkbox"/>	<input type="checkbox"/>	/ /
<p>The group organizer has been sent:</p> <ul style="list-style-type: none"> ○ copies of the emergency plan ○ information about what to bring along; this may include water, insect repellent and sunscreen, and proper attire (shoes instead of sandals, long pants, clothes without loose strings or frays, etc.) ○ information about prohibited items; this may include pets, alcohol, and devices with open flames such as lighters, lanterns and portable grills ○ information on appropriate child-to-adult ratios for adequate supervision ○ information about the farm's policy to treat all injuries unless a parent decides that a serious injury does not require emergency personnel ○ a request for personal contact information for children attending without parents or guardians ○ a request for details about any children with special needs such as a disability or allergies, this will enable the operator to take steps to accommodate these needs in regards to health and safety. 	<input type="checkbox"/>	<input type="checkbox"/>	/ /

Supervision	Yes	Needs Correction	Date Corrected
Guests are supervised by workers at all times.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Parents and chaperones are asked to make sure that children are following the posted rules.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Parents and chaperones will be within eyesight and arms reach of young children at all times.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Required child to chaperone ratios will be maintained.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Workers will speak with parents or chaperones if they feel the children do not have adequate supervision.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
For farms with open water, parents and chaperones are instructed about the dangers associated with ponds or bodies of water. Workers ask that they maintain direct eye contact and stay within arms reach of the children for which they are responsible.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
For corn mazes, two workers will monitor the maze from elevated platforms that are high enough so they have a clear view of the entire maze.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
For petting zoos, workers will encourage hand-washing as guests exit the animal areas.	<input type="checkbox"/>	<input type="checkbox"/>	/ /

Weather and Related Emergencies	Yes	Needs Correction	Date Corrected
Sturdy farm shelters have been designated for use during storms, including lightning. Workers know when to have guests take shelter, and will actively guide guests to safe shelter areas.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
An operational weather radio will be monitored during hours when guests are present.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Workers know to have children and guests avoid low-lying areas during and immediately after storms.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Workers are aware of low temperatures and wind chill factors, and know the signs of hypothermia.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Workers know the signs and symptoms of heat exhaustion and heat stroke, and keep an eye out for any children or guests exhibiting these symptoms.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
A supply of fresh drinking water is freely available at all times. Water systems have been inspected by local public health authorities.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
The farm is prepared to handle guests during inclement weather.	<input type="checkbox"/>	<input type="checkbox"/>	/ /

Animals and Hand-washing	Yes	Needs Correction	Date Corrected
Workers know the risks for disease and injuries associated with animals and are able to show and explain to guests how to reduce risks.*	<input type="checkbox"/>	<input type="checkbox"/>	/ /
The farm has been divided into three types of areas: <ul style="list-style-type: none"> o Non-animal Areas - locations where animals are not permitted (with the exception of service animals), food and beverages can be prepared, served, and consumed, and restrooms with hand-washing stations are present o Transition Areas - locations in-between non-animal and animal areas where animals are not permitted, and hand-washing facilities, signs and trash receptacles are present o Animal Areas - locations for animals and their enclosure, where eating and drinking are prohibited.* 	<input type="checkbox"/>	<input type="checkbox"/>	/ /

Animals and Hand-washing	Yes	Needs Correction	Date Corrected
In Non-animal Areas , farm pets, such as dogs, will be tied up or kenneled and physically separated from the visiting children.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
In Transition Areas , guests are verbally and visually informed of what not to bring in the animal areas including cups, bottles, pacifiers, toys, food or beverages. Eating or drinking is not allowed in animal areas under any circumstances. Trash receptacles are available outside animal areas to dispose of prohibited items.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
In Transition Areas , signs are posted to discourage guests with open wounds or compromised immune systems to have contact with animals or their environment.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Animal Areas have been designed to minimize the risk of disease or injury and are easy to clean.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Animals that will be in contact with children are clearly identified, clean, vaccinated and monitored daily for health problems.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Large animals (cows and horses) are not brought out of stalls for viewing.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Workers know how to comply with local and state requirements for reporting animal injuries.*	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Upon exiting the animal area into a transition area, workers know to instruct guests and children to wash hands after petting/touching animals and before consuming food.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Hands free water taps are available to minimize disease transmission.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
A "hand-washing" demonstration is included for children as a planned activity after visiting with animals.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Workers are informed of emerging animal diseases and new outbreaks of old diseases.	<input type="checkbox"/>	<input type="checkbox"/>	/ /

* Adapted from: National Association of State Public Health Veterinarians. Compendium measures to prevent disease associated with animals in public settings, 2007. MMWR [Internet]. 2007 [Cited 2008 October 21]; 56(No.RR-5):1-19. Available from: <http://www.cdc.gov/mmrw/preview/mmrwhtml/rr5605a.htm>

Traffic and Parking	Yes	Needs Correction	Date Corrected
There is adequate parking for the number of expected vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Guests are not allowed to park on the public road.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
The parking area is easily identifiable and away from areas where children may be present.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
When large numbers of guests are expected, workers direct traffic to the parking area.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
There is a separate entrance and exit in and out of the property.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
An alternate parking plan has been mapped out in the event of rain or mud.	<input type="checkbox"/>	<input type="checkbox"/>	/ /

Fire Safety	Yes	Needs Correction	Date Corrected
The Fire Evacuation Plan (within the Fire Safety Plan) is reviewed by workers regularly and is in place for all outdoor venues that may be susceptible to wildfire or grassfires.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Hay that will be placed in the barn or other structures is properly dried.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Fuel is not stored inside buildings and vehicles are not refueled while they are indoors.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Open flames from lighters, lanterns, candles, or portable grills are prohibited on the farm unless otherwise posted.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
If permitted, specific areas are designated by signs for outdoor cooking or smoking.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Field burning or prescribed burns are not carried out when children and guests are present at the farm.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
For corn mazes, children and adolescents are told how to quickly exit any maze by following the nearest row to the perimeter.	<input type="checkbox"/>	<input type="checkbox"/>	/ /

Tractors and Operational Equipment	Yes	Needs Correction	Date Corrected
Equipment is displayed so that it is not possible for children and guests to activate any mechanical parts.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Proper barriers are installed around operating and non-operating equipment.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
When possible, farm machinery is not operated when children and other guests are on the farm.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Machinery that is needed to be in operation when children are present will be out of reach and attended at all times.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Children or other guests are not allowed to climb on equipment.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Guests and children are not allowed to operate equipment.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
A responsible, properly licensed adult operates the tractor.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
The tractor pulling the wagon or carts weighs more than the gross weight of the heaviest wagon it will tow.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
When towing, vehicles are driven slowly and no more than one wagon is towed.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Motorized vehicles are not used in the corn maze when guests are present.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
When using horses to pull hayrides or sleighs, the horses are harnessed and hitched before loading the hay wagon.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Equipment that ejects or throws objects is not operated or demonstrated when guests are present. This includes lawn mowers and brush cutters.	<input type="checkbox"/>	<input type="checkbox"/>	/ /

Barriers and Fencing	Yes	Needs Correction	Date Corrected
The likelihood that a child would be able to gain access to anything on a property which may attract small children and is dangerous to them has been determined and barriers have been put in place. For fencing guidelines and recommendations see page 12 of the <i>Agritourism Health and Safety Guidelines for Children</i> .	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Access to open water has been barriered. Signs are posted and guests are informed that the open water is "off-limits".	<input type="checkbox"/>	<input type="checkbox"/>	/ /

Pest Control	Yes	Needs Correction	Date Corrected
Insect pests are reduced by removing and draining any stagnant or standing water.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Larvicide is applied to water that can not be drained to prevent mosquitoes from reproducing.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
When using chemical pesticides, they are applied according to the manufacturer's directions and only when guests are not present.	<input type="checkbox"/>	<input type="checkbox"/>	/ /

Hayrides	Yes	Needs Correction	Date Corrected
Routes have been chosen carefully not to include steep grades or other hazards that can affect the stability of the tractor or hay wagon.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Tour routes do not cross public roads and highways. If offering sleigh rides in the winter, snowmobile trails are not travelled on or crossed.	<input type="checkbox"/>	<input type="checkbox"/>	/ /
Safety rules are clearly stated to guests and children once they are seated and ready to begin any ride. These include: <ul style="list-style-type: none"> ○ No standing or crawling around the wagon ○ No jumping on and off the moving wagon ○ No hanging feet over the edge of the wagon ○ No extra riders on the tractor. 	<input type="checkbox"/>	<input type="checkbox"/>	/ /
The operator of the hayride is prepared to stop at the request of the passengers at any time.	<input type="checkbox"/>	<input type="checkbox"/>	/ /



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